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MONTHLY TECHNICAL PROGRESS REPORT

for the period

February 1 – February 28, 2009

Submitted

to

U.S. Environmental Protection Agency

75 Hawthorne Street

San Francisco, CA 94105

Attn: Elaine Chan,

Task Order Assignment Manager

Under Contract EP-R9-06-03

Submitted

by

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
February 2009

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on February 4.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on February 13.

The Records Center Performance Measurements Reports were submitted to the TOAM on February 4.

The PM met with the TOAM on February 19 to review the monthly reports and to verify the status of the contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 1,941 documents and edited 1,966 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:
MARE ISLAND NAVAL SHIPYARD

OAKLAND ARMY BASE WAREHOUSE
PRESIDIO OF SAN FRANCISCO
SIERRA ARMY DEPOT SITES

The site assessment Librarian IV received 6.5 lft. of new documents, of which 3.9 lft. were federal facilities documents, and processed 10 new sites.

The site assessment Librarian IV performed quality assurance on 2 site files.

The site assessment Librarian IV received .1 lft. of Oil Facility Response Plan documents, and worked 6.9 hours on the collection.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

41.8 lft. of documents were picked up from EPA regional offices. 11 Transfer of Records forms were processed.

2.8 lft. of documents were retrieved from the FRC.

Staff performed quality assurance on 1.1 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated February 17.

FRC Storage Report, updated February 17.

On-Site Storage Report, updated February 17.

Contracts On-Site Storage Report, February 6, 13, 20 & 26.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 6,863 documents (39,140 pages) during February and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Nine Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

IRON KING MINE - HUMBOLDT SMELTER, OU 00 (SSID 09MX)
MGM BRAKES, OU 00 (SSID 0946)
MICRO STORAGE/INTEL MAGNETICS (2 pkgs), OU 01 (SSID 0987)
SAN GABRIEL VALLEY (AREAS 1-4), OU 08 (SSID 097B)
SAN GABRIEL VALLEY (AREAS 1-4), OU 09 (SSID 097B)
SAN GABRIEL VALLEY (AREAS 1-4), OU 01 (SSID 09M5)
WAIANAE PERC AND PCBS SITE, OU 00 (SSID 09RH)
WESTERN PACIFIC RAILROAD CO., OU 00 (SSID 09R4)

Staff received 5 requests for cost package and/or contract documents, performed 3 database searches in SDMS/Lotus Notes and provided 13 documents for EPA staff during February. Site-specific charges occurred for the following sites:

AMCO CHEMICAL, OU 00 (SSID 09DJ)
BROWN & BRYANT INC. (ARVIN PLANT), OU 00 (SSID 09H2)
WESTERN PACIFIC RAILROAD CO., OU 00 (SSID 09R4)

The Cost Package Documentation Index was updated on February 6, 13, 20 & 26.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 11.6 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09PA	00	ABBOTT/TURKEY RUN MINE SITE
094Y	01	ALARK HARD CHROME
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09ZZ	N/A	ANAMAX MINING CO. TWIN BUTTES
092Q	01	ANDERSEN AIR FORCE BASE
0983	00	APPLIED MATERIALS

SSID	OU	SITE NAME
09JS	01	ASARCO INC HAYDEN PLT
0934	00	ATLAS ASBESTOS MINE
0934	01	ATLAS ASBESTOS MINE
09PP	00	AUCLAIR DUMP SITE
09JW	00	B.F. GOODRICH
09ZZ	N/A	BEALE AIR FORCE BASE
092Y	00	BEAN & COMPANY
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09ZZ	N/A	CAPRI PUMPING SERV
09GY	01	CASMALIA PHASE II
09PQ	00	CASMALIA RESOURCES
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09JT	00	CYPRUS TOHONO MINE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
0962	00	FAIRCHILD SEMICONDUCTOR CORP (SAN JOSE)
09CK	00	FEDERAL CORRECTIONAL INSTITUTE LOMPOC
094R	01	FRONTIER FERTILIZER
09EJ	00	GAMBONINI MERCURY MINE
09ZZ	N/A	GOODYEAR TIRE & RUBBER CO
09PJ	01	HALACO ENGINEERING CO
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09ZZ	N/A	HAWAII PROJECT MANAGEMENT (HPM)
09MY	00	HIGHWAY 101 AND MOFFETT BLVD
098C	00	HONEYWELL DEER VALLEY COMPUTER PARK
Z927	00	HONOLULU HARBOR PROJECTS
09ZZ	N/A	IMPERIAL ANCHOR PALLET CO (BROWNFIELDS)
09G6	00	INDIAN BEND WASH SOUTH
09Y5	03	INDIAN BEND WASH SOUTH
09ZZ	N/A	INDUSTRIAL METAL PLATING
0988	00	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
09ZZ	N/A	JALK FEE
093Y	01	LAVA CAP MINE
097J	02	LEHR/OLD CAMPUS LANDFILL
09ZZ	N/A	LEONA HEIGHTS SULPHUR MINE
091A	01	LEVIATHAN MINE
0989	01	LORENTZ BARREL & DRUM CO
09LW	00	LOTTA STUFF
09N6	00	MARCH AIR FORCE BASE
098P	00	MARE ISLAND NAVAL SHIPYARD
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
09KM	00	MCCLEUR TAILINGS
0904	01	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09ZZ	N/A	MCNARY BROWNFIELDS PROJECT (BROWNFIELDS)
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
0946	01	MGM BRAKES
0987	01	MICRO STORAGE/INTEL MAGNETICS
0946	00	MGM BRAKES
09J4	01	MODESTO GROUND WATER CONTAMINATION
0987	01	MICRO STORAGE/INTEL MAGNETICS
09C7	01	MOFFETT NAVAL AIR STATION
09ZZ	N/A	MOLOKAI COMMUNITY SERVICES COUNCIL

09GT	00	MONITOR PLATING CO
0926	01	MONTROSE CHEMICAL CORP
SSID	OU	SITE NAME
0926	03	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
0991	00	NATIONAL SEMICONDUCTOR CORP (SANTA CLARA)
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
094T	00	NORTH AMERICAN ENVIRONMENTAL
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09MZ	01	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09PM	01	NORTHEAST CHURCHROCK MINE SITE
09CF	00	OAKLAND ARMY BASE WAREHOUSE AREA
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
097W	00	ONSTOTT DUSTERS INC. -YUBA CITY
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	PACIFIC FRUIT EXPRESS CAR REPAIR SHOP
09S5	00	PALOMINO VALLEY SITE
099K	01	PEMACO MAYWOOD
096F	00	PHELPS DODGE DOUGLAS REDUCTION
096E	00	PHELPS DODGE HISTORICAL SMELTER
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09LX	00	PRESERVATION AVIATION
09LX	01	PRESERVATION AVIATION
096P	00	PRESIDIO OF SAN FRANCISCO
09ZZ	N/A	PROPOSED CONSTANCE SIERRA SCHOOL (BROWNFIELDS)
09ZZ	N/A	PROPOSED VALLEY OAKS CHARTER SCHOOL (BROWNFIELDS)
09ZZ	N/A	PUBLIC YARD 1.5-ACRE AREA (BROWNFIELDS)
09ZZ	N/A	PUBLIC YARD 2.1-ACRE AREA (BROWNFIELDS)
09ZZ	N/A	PUERTO RICO DUMP (BROWNFIELDS)
0921	01	PURITY OIL SALES INC.
09ZZ	N/A	PYRAMID INDS
Z9AA	00	PYRAMID LAKE OIL SPILL
09CS	00	R C BAXTER
09ZZ	N/A	ROCKWELL INTL CORP SSFL II
09ZZ	N/A	ROYAL OAKS LIGHT RAIL (BROWNFIELDS)
0979	00	SACRAMENTO ARMY DEPOT
09ZZ	N/A	SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY (BROWNFIELDS)
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09KL	00	SAN JOAQUIN DRUM CO
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
Z9AW	00	SAVVIS DIESEL RELEASE
09CG	00	SIERRA ARMY DEPOT

091D	01	SULPHUR BANK MERCURY MINE
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09ND	00	TANAPAG FUEL FARM
09M1	01	TARP
SSID	OU	SITE NAME
09M7	03	TRAVIS AIR FORCE BASE
096Y	01	TUCSON WEST CAP
09R3	00	UNITED HECKATHORN CO
09R3	01	UNITED HECKATHORN CO
09ZZ	N/A	VENDO CO THE
09RH	00	WAIANAE PERC AND PCBS SITE
09C1	01	WASTE DISPOSAL, INC.
09ZZ	N/A	WEST OAKLAND BART STATION (BROWNFIELDS)
09R4	00	WESTERN PACIFIC RAILROAD CO.
09R4	01	WESTERN PACIFIC RAILROAD CO.
09Q1	01	WILLIAMS AIR FORCE BASE
09Q1	03	WILLIAMS AIR FORCE BASE
09NA	00	ZEIBRIGHT MINE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 65 requests for documents, performed 311 database searches in SDMS-C, and provided 753 documents for EPA staff and other requesters.

Thirty-nine indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on February 9 and January 30, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 6 FOIA requests totaling 33 billable hours.

On February 11 staff met with the Environmental Protection Specialist Kim Muratore, to discuss the redaction of San Fernando Valley site file documents. Redaction requirements and scheduling issues were resolved so that work on this project could begin.

On February 11 staff met with the TOAM, RPM Chris Lichens, and ORC Attorney Eric Essler to discuss a FOIA request for the Operating Industries, Inc, Landfill site. As a result of the meeting the Records Center initiated queries for potentially responsive documents.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 2,300 non-FOIA-related pages for EPA staff and other requesters, and sent approximately 3,447 pages off-site to a copy service. In addition, staff printed 35 pages from SDMS-C.

At the request of Environmental Protection Specialist Kim Muratore, 68 documents from the San Fernando Valley site file were redacted in preparation for the upcoming FOIA response.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 13 requests for documents on CD-ROMs. 13,167 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09PA	00	ABBOTT/TURKEY RUN MINE SITE
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
098K	01	ALAMEDA NAVAL AIR STATION
09PS	00	AMBITECH, INC
09DJ	00	AMCO CHEMICAL
09GU	01	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
0934	01	ATLAS ASBESTOS MINE
09JW	01	B.F. GOODRICH
09H2	00	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09R6	00	CARSON RIVER MERCURY SITE
0928	01	CELTOR CHEMICAL
0936	01	DEL AMO FACILITY
0933	01	DEL NORTE PESTICIDE STORAGE

0920	01	INDIAN BEND WASH NORTH
09G9	01	INDUSTRIAL WASTE PROCESSING
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
097J	02	LEHR/OLD CAMPUS LANDFILL
09ZZ	N/A	LIBBY SISTER SITES (ASBESTOS PROJECT)
0926	01	MONTROSE CHEMICAL CORP
SSID	OU	SITE NAME
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	N/A	NEVADA WOOD PRESERVING
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09LX	01	PRESERVATION AVIATION
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09KL	00	SAN JOAQUIN DRUM CO
0942	01	SOUTH BAY ASBESTOS
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
09K2	01	SULPHUR BANK MERCURY MINE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09C1	00	WASTE DISPOSAL, INC.
09C1	01	WASTE DISPOSAL, INC.
09R4	00	WESTERN PACIFIC RAILROAD CO.
09R4	01	WESTERN PACIFIC RAILROAD CO.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in February:

Saipan Sewer Waste Site Removal AR, sent January 29

Mount Diablo Mercury Mine (Marsh Creek Rd. Abandoned Dump) Removal AR, sent February 11

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Two work-performed compilations were created or updated during February for the following sites:

FRONTIER FERTILIZER, OU 01 (SSID 094R)

INDIAN BEND WASH NORTH, OU 01 (SSID 0920)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 6 collections

Electronic files attached to E-mails: 34 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
094R	01	FRONTIER FERTILIZER
0920	00	INDIAN BEND WASH NORTH
0920	01	INDIAN BEND WASH NORTH
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09QZ	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09RA	01	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09C1	01	WASTE DISPOSAL, INC.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on February 25.

The PM held a Managers/Supervisors meeting on February 18.

The PM held a Scanning Department meeting on February 5.

The PM held a Cost Recovery Department meeting on February 4.

The RMS IV/Assistant Manager held meetings with special projects staff on February 3 and 5.

The RMS IV/Circulation Department Supervisor held a departmental meeting on February 17 and February 19.

The RMS IV/Head Indexer held a departmental meeting on February 3.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on February 19.

The PM purchased supplies and/or equipment during February as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, a Librarian IV gave SDMS-C training to ORC Grantee John Blais on February 9.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs on February 10.

An RMS IV/IS III assisted EPA staff person Eugene Rainwater with technical problems relating to SDMS-C on February 26.

An RMS IV/IS III coordinated with Bob Zucker/Jeff Tackett to research the acquisition of a new server for the Record Center February 18. Work is ongoing and the EPA will purchase the new server.

An RMS IV/IS III coordinated with Bob Zucker on moving users in the Enable Novel group in the Console and placing them in the Disable group for Active Directory. The issue was resolved and all users are now in the correct group February 25.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

- Altoona Mine, Removal AR #1
- Anaconda Copper Co. (Yerington), Removal AR #3
- Bodie State Historic Park, Removal AR
- Goldome Mill, Removal AR
- Klau/Buena Vista Mines, Removal AR #3
- Lava Cap Mine , OU2, Groundwater OU
- McClellan Air Force Base, Privatization Parcel C-6
- Omega Chemical, OU 01, Update #1
- San Fernando Valley (Area 1), North Hollywood OU, Update #2
- Sulphur Bank Mercury Mine, Residences and Roads Removal AR
- Tucson International Airport Area , Air Force Plant 44 SDWA Order AR, Update #1
- Waianae Percs and PCBs, Removal AR

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

No activity occurred in this reporting period.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in March.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.1 Assist with Training End Users

At the request of the TOAM, a Librarian IV gave ECMS training to 10 EPA staff in February.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

The RIM IV/Head Indexer interviewed candidates for the open Librarian IV position. The successful candidates were Jeong Lee and Debbie Foster, who will begin on the contract on March 2.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 20 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 3 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
6,806	24.1 lft	257.7 lft

Inventories

Records Surveyed	Year to Date
42.2 lft	159.2 lft

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
446.3 lft	0 lft	1.25 lft	656.3 lft

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
42	0	0	0	16	0	0	5	63